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February 25, 2010

Dear PROPERTY OWNER OR AGENT:

The State of South Carolina is seeking office space in Orangeburg County. Attached is a summary of requirements (proposal requirements and lease criteria). You are invited to submit a proposal to lease property to the agency which may meet the criteria. Please direct your responses and inquiries to DeLaine S. Duckworth.

All proposals must be received in the Real Property Services office on or before 5:00 PM, March 05, 2010.

After the deadline, we will meet with the agency to review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property. The agency and Real Property Services will determine which proposals best suit the agency's needs, after which you will be notified.

To be eligible, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of Regulation 19-447.1000. If you have not done so and wish to respond with a proposal, please contact the leasing agent mentioned above.

Very Truly Yours,

Lisa H. Catalanotto
Program Manager/Attorney
Real Property Services

LHC/mjp
Enclosure

REQUEST FOR LEASE PROPOSAL

STATE AGENCY NAME: SC DEPARTMENT OF HEALTH AND HUMAN SERVICES
ISSUE DATE: FEBRUARY 25, 2010
RETURN PROPOSALS TO: DELAINE DUCKWORTH
DIVISION OF GENERAL SERVICES
REAL PROPERTY SERVICES
1201 MAIN STREET, SUITE 420
COLUMBIA, SOUTH CAROLINA 29201
PHONE: (803) 737-0783 FAX: (803) 737-0689
E-MAIL: dduckworth@gs.sc.gov

PROPOSAL DUE: MARCH 5, 2010

ALL PROPOSALS MUST BE IN WRITING. ALL PROPOSALS MUST SPECIFY FLOOR USABLE AND RENTABLE SQUARE FEET, ANNUAL RENT, AND RATE PER RENTABLE FOOT BASED ON BOMA STANDARDS.

LEASE CRITERIA

RENTABLE AREA (SF): 4,000 – 5,000

NUMBER OF EMPLOYEES: 27

COUNTY: ORANGEBURG

RATE (SQ FT): To be negotiated. Rate should include operating expenses

PROPOSED USE: Office space for Health and Human Service's Community Long Term Care Program

TERM OF LEASE: Five (5) years with optional renewal term of five (5) years at stated rates for both initial term and extended term.

EXPECTED OCCUPANCY DATE: On or before July 1, 2010. Proposal should include the estimated date the proposed space will be ready for occupancy based on availability and expected completion of any renovations.

PARKING REQUIREMENTS: 27 employee spaces, 10 visitor spaces and 2 handicap spaces. Parking must be paved and lighted.

SPECIAL NEEDS REQUIRED: STANDARD STATE LEASE MUST BE USED
PROPERTY MUST BE BARRIER FREE, HAZARD FREE AND SMOKE FREE
MUST MEET ZONING REQUIREMENTS FOR PROPOSED USE
ECONOMICAL AND EFFICIENT SPACE UTILIZATION
Space must be provided move in ready. Landlord shall make all tenant improvements.
Landlord must either absorb the cost of all tenant improvements or propose a rate per square foot that includes the cost of all tenant improvements. Please specify. Proposals that only cover a portion of tenant improvements may be considered non-responsive.
A copy of the existing floor plan and the proposed floor plan must be submitted with the proposal.
Access to all lease space must be secure and accessible only to DHHS employees
Proposal must be for gross lease to include all operating expenses (utilities, janitorial services, all supplies, grounds maintenance, HVAC maintenance, plumbing maintenance and any other services necessary to maintain the leased space.)
Hot and cold running water in restrooms and kitchen
Coded entryway
Leased space must include:
Separate and secure file room
Copier/fax/printer room
Conference room must be large enough to accommodate 20 people
Reception Area

Workroom
Kitchen/break room
Storage room
Computer Server Room
Training Room

PREFERRED: Location with all office space on ground floor

ADDITIONAL INFO: Please specify whether operating expenses are included or whether such expenses are subject to increases. If the proposal is submitted with tenant to be responsible for increases in operating expenses after the first year, tenant's responsibility for increases will be limited to a 3% cap over previous years cost.

Note: No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. The Division of General Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. Any party participating in this solicitation process is prohibited from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to the Division of General Services.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.